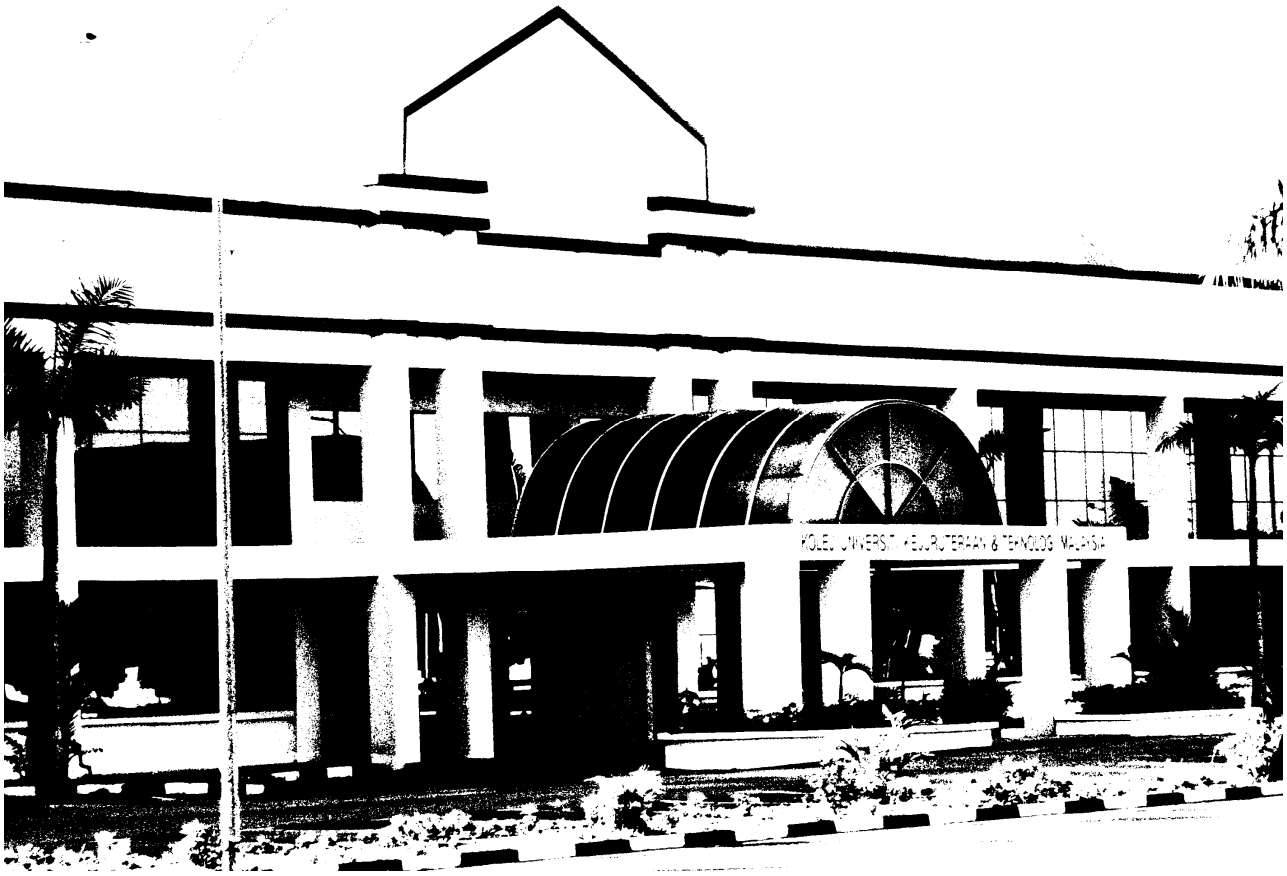
RESEARCH POLICY

(RESEARCH MANAGEMENT CENTRE)



RESEARCH MANAGEMENT CENTRE
UNIVERSITI MALAYSIA PAHANG
http://www.ump.edu.my

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1.0 INTRODUCTION

1.1 BACKGROUND OF RMC

The Research Management Centre (RMC), UMP came into being in 2005 upon the restructuring of the then Office of Research & Graduate Study (ORGS), resulting in the creation of RMC, which took over from ORGS the responsibility of managing research at UMP. The new RMC was then given the task of leading the efforts of UMP in strengthening its capabilities in research and development to enable it to contribute in advancing the fields of Science and Technology (S&T).

In its efforts, RMC has set up four Focus Groups and four Expert Groups.

Each of the four Focus Groups work on research and development projects within a niche area of the university, drawing participation from all the different faculties, and influencing the faculties in their decisions on the research area that young lecturers from the faculties choose for their PhD research.

Each of the four Expert Groups work on specific research and development areas that provide solutions to problems encountered in the Focus Group research and development projects. These groups are:

FOCUS GROUPS

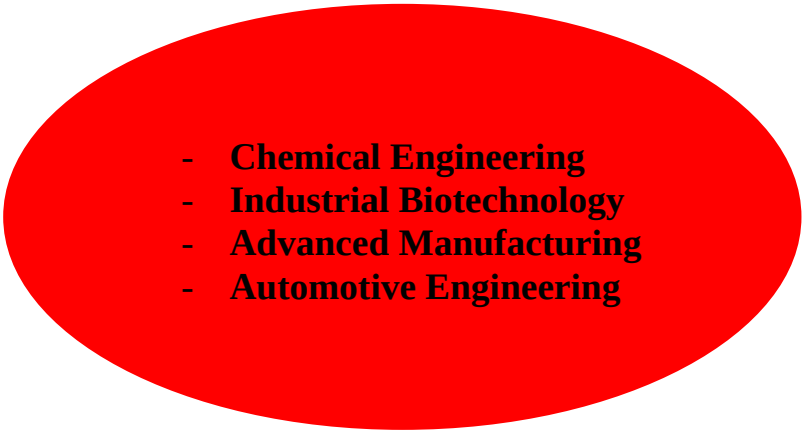
- Chemical Engineering
- Industrial Biotechnology
- Automotive Engineering
- Advanced Manufacturing

EXPERT GROUPS

- Process Instrumentation & Control
- Information Technology
- Innovative Construction
- Human Sciences

1.2 UMP NICHE AREAS

At the outset, the Malaysian Government had decreed that the establishment of Kolej Universiti Kejuruteraan dan Teknologi Malaysia (as UMP was previously known) was for the purpose of focusing on the following niche areas:



2.0 VISION, MISSION AND OBJECTIVES

2.1 R&D&C VISION

UMP as an industry-preferred partner in research, development and commercialisation of new industrial services, processes and products from 2010 onwards.

2.2 R&D&C MISSION

To focus on market-driven applied research and development of commercially viable new industrial services, processes and products in partnership with industry and to develop the entrepreneurs who will own the ventures

2.3 R&D&C OBJECTIVES

- Successful in obtaining funding from funding bodies only for applied researches that have commercial potential.
- Successful in identifying industrial partners for applied research and successful in collaborating with them.
- Successful in obtaining funding from funding bodies for fundamental researches that support and fill the gaps in applied researches already funded by funding bodies.
- Business plans for the development and commercialization of services, processes and products resulting from applied research conducted at UMP are successfully updated once every four months, and promptly submitted for development and pre-commercialization grants once they become viable.
- MSc and PhD candidates are successful in the fundamental, applied and developmental researches conducted, successful in entrepreneurship training, and are duly awarded the respective qualifications.
- MSc and PhD graduates conducting the fundamental, applied and developmental researches and trained in entrepreneurship become successful technopreneurs and collaborate with UMP in more research, development and commercialization.

3.0 STRATEGIES

In line with UMP vision & mission, the university is developing a strong research culture. Towards this end, some strategies has been identified namely:

i. The university commits itself to continuously improve basic infrastructure for research.

ii. The university strives to recruit lectures with good research track records.

iii. The university strives to provide sufficient and competent support staff for research.

iv. The university commits itself to reward excellence in research

4.0 COMMITTEES, COUNCIL & GOVERNING BOARDS

4.1 SENATE

The Senate is the body responsible for enacting legislation governing the scholarly and teaching activities of the University. The Senate approves academic policy and confers degrees.

4.2 SENATE COMMITTEE FOR RESEARCH AND DEVELOPMENT

The primary function of this Committee is to recommend and review principles, policies, and rules of university-wide significance. Chaired by the Deputy Vice Chancellor (Research and Innovation), membership of the committee includes two representatives of the Senate. Its main purpose is to ensure the centrality of research and development objectives in the work at UMP. The Deputy Vice Chancellor (Research and Innovation) seeks the committee's advice on issues of UMP's direction, policy and planning, including, but not limited to, long-range planning for faculty and academic program development, strategic planning on finance and facilities; faculty and student affairs; and personnel policies.

4.3 UNIVERSITY RESEARCH COMMITTEE

The University Research Committee is one of UMP's working committees chaired by the Director of RMC. The members of this committee are the Head of Research from each Faculty/Centre/Institute or his/her permanent representative. The main functions of the committee are to oversee and implement the university's research policies, review and approve research grants, and review and approve research progress reports.

4.4 FACULTY RESEARCH AND POSTGRADUATE COMMITTEE

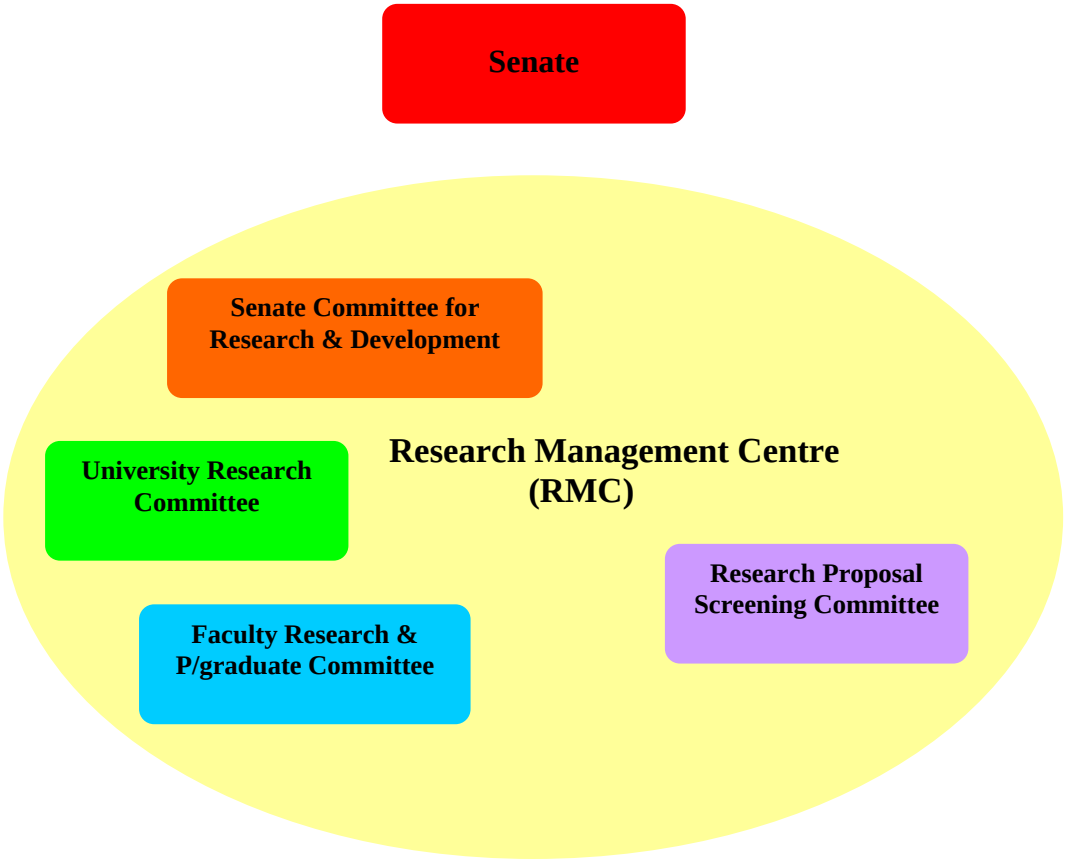
The Research & Postgraduate Committee of each Faculty is chaired by the Faculty Dean. The members of this committee are the Deputy Dean, Head of Programme, Head of Technical Staff and Head of Research. The main functions of the committee are to review research proposals and research progress and final reports from the members of the Faculty, suggest ways to improve them, and support the duly corrected proposals and reports for submission to RMC.

4.5 RESEARCH PROPOSAL SCREENING COMMITTEE

The committee is chaired by the Director of RMC. The committee consists of several experts from within and outside the University. Other members are co-opted on a case-by-case basis depending on the field of expertise covered by the research proposal being screened. The main functions of the committee are to evaluate research proposals before submission to the sponsor and also evaluate and monitor the performance of ongoing research projects.

4.6 RESEARCH MANAGEMENT CENTRE

The Research Management Centre reports to the Deputy Vice Chancellor (Research and Innovation) through the University Research Committee which is chaired by the Director of RMC. The main function of this Centre is to implement the policies adopted by the Senate Committee for Research and Development and approved by the Senate. The Centre also functions as a one-stop centre for research related matters (information regarding research grants; receiving and processing research grant applications; results of applications for research funding; and record keeping).



Governance Structure for Research & Development at Universiti Malaysia Pahang

5.0 RESEARCH GRANTS

5.1 TYPES OF RESEARCH GRANTS

Funding for research activities at UMP are drawn from internal and external, local and international sources, from both the public and private sectors. As such, researchers are encouraged to apply or bid for funding from these sources.

5.1.1 University Research Grant

Funding is provided by the university from its operating budget. A certain amount of funding (subject to availability) will be allocated for research activities.

The application and award process is similar to the normal process of submitting a research proposal and includes identified criteria, a competitive review, funding and notification.

5.1.2 Research Grant Awarded by MOHE

5.1.2.1 Fundamental Research Grant Scheme (FRGS)

Funding under the FRGS is awarded by the Ministry of Higher Education. There are certain guidelines that need to be followed in applying for and in the utilization of the research grant, once awarded.

5.1.3 Research Grant Awarded by MOSTI

5.1.3.1 ScienceFund

The ScienceFund supports R&D projects which can generate new knowledge in strategic basic and applied sciences, and develop new products or processes necessary for further development and commercialization in specific research clusters (RC). It is also aimed at generating more research capabilities and expertise within the country. The outcome of research under ScienceFund which has commercial potentials can be considered for additional funding under the TechnoFund.

There are certain guidelines that need to be followed in applying for and in the utilization of the ScienceFund research grant, once awarded.

5.1.3.2 TechnoFund

The Technofund is a competitive funding for undertaking innovation to develop and commercialize new, cutting edge and breakthrough technologies in Agriculture, Biotechnology, Information & Communication Technology (ICT), and Industry Clusters that create new businesses and economic wealth for Malaysia. There are certain guidelines that need to be followed in the award and utilization of the research grant.

5.1.4 Contract Research

Research activities are properly classified as Sponsored Research if the activity receives funding from any source. Examples of sponsored research include:

i. Awards to a UMP Faculty to support research activities.
ii. External funding to maintain facilities or equipments and/or operation of a centre which will be used for research.
iii. External support for the writing of books, when the purpose of the writing is to publish research results.

5.1.5 Non-Funded Research

UMP encourages its academic staff to be actively involved in research activities. However, due to constraints in research funding allocation, not all research proposals can be granted some form of funding. However, the university encourages its staff to continue with their research activities using other means of support, i.e., by using faculty budget, to continue their research activities. In order to recognize their research activities, researchers are strongly encouraged to register their research activities with the university. This will be beneficial for the researcher concerned when requesting for research grants in future and also for personal development.

5.2 MANAGEMENT OF RESEARCH GRANTS

5.2.1 All research grants secured by the staff of UMP shall be registered with RMC and deposited at the UMP Bursary Office. An alternative arrangement can only be allowed if there is a prior agreement between the researchers, the funding agency and the University.

5.2.2 The procurement procedure for assets, supplies and services using Government research grants shall follow the standard Rules and Regulations imposed by the Treasury and UMP financial procedures. Exceptions, wherever applicable, are allowed for other research grants if and when a different set of financial procedure has been officially endorsed by the researcher(s), the University and the external funding agency.

5.2.3 All assets procured using research grants (of all types and sources) shall be the property of UMP, and as such these items must be inventoried by the respective Faculty/Institute/Centre.

5.2.4 Appointment of Research Fellows and Assistants, when budgeted for in the research grants, shall be formalised through RMC using appropriate application forms and based on a fixed remuneration scheme.

5.2.5 Research grantees are fully responsible in terms of meeting the financial reporting requirements of the sponsor agency.

6.0 PRACTICE POLICY

6.1 PRINCIPLES CONCERNING RESEARCH

The transmission of knowledge and conduct of scholarly inquiry are central and complementary functions of the University. They can be carried out effectively only if researchers are guaranteed certain freedoms and accept corresponding responsibilities. The Senate of UMP hereby affirms the following principles concerning research.

i. Individual researchers should be free to select the subject matter of their research, to seek support from any source for their work, and to form their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism as required by the University.

ii. Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

iii. The University should foster an environment conducive to research. Where, because of limited resources, the University cannot support all research demands, it should allocate space, facilities, funds, and other resources for research programs based on the scholarly and educational merits of the proposed research, and not on speculations concerning the political or moral impropriety of the uses which might be made of its results.

The above principles circumscribe the University's role with respect to University-connected research. They in no way diminish, and indeed they reinforce, the individual researcher's personal responsibility to assure that the sources of funding for research, and its perceived applications, are consistent with individual judgment and conscience.

6.2 MULTI-AUTHORED RESEARCH PAPERS

Multi-investigator research teams differ significantly from the individual faculty/graduate student researcher which are the norm at UMP. In particular, the former often consist of colleagues from different disciplines who perform different, specialized functions. It is possible for participants to have little knowledge or understanding of parts of the work performed by their colleagues. Sometimes, there is no single person who understands all the research. With this in mind, the Senate Committee for Research and Development has drawn up the following guidelines for scholarly manuscripts emanating from multi-investigator research. The Committee have endeavored to keep these simple and fundamental. As a consequence, the guidelines appear applicable to all scholarly collaborations in which multiple authorship is anticipated.

i. Principal investigators and senior faculty members have special responsibilities to assure the overall cohesiveness and validity of the publications on which they appear as co-authors.

ii. All authors in a group effort have a shared responsibility for the published result and should have the opportunity to review all sample preparation procedures and data, as well as all data acquisition and analysis procedures.

iii. Each author in a group effort should have access to the manuscript prior to its being submitted for publication, and should agree to his or her inclusion as a co-author. All the participants in the program should know that the paper is being prepared for publication.

iv. Early in the project, each research group should define appropriate practices for the maintenance of data.

6.3 ETHICS IN RESEARCH

6.3.1 Introduction

The purpose of this policy is to clarify the obligations on researchers, to promote awareness of ethical principles and ethical issues in the conduct of research, and to provide a framework for their consideration at UMP.

All research is subject to ethical considerations concerning purpose, source of funding, methods to be deployed and wider value and impact. It is important that risks in carrying out a piece of research are clearly articulated and weighed against the potential value of it so that those involved (researchers and researched) proceed with informed consent.

The policy is intended for all those engaged in research practice and in teaching research processes as they are embodied in different disciplines. It is designed primarily for academic staff, including those on research contracts, but is also relevant to research degree students, taught

postgraduate students and undergraduate students engaged in projects/dissertations. The policy is built upon ethical and good practice guidelines issued by professional bodies, subject associations, external ethics committees, etc.; and on the research practice guides provided by academic staff to inform contract researchers and students of subject-specific requirements.

6.3.2 Ethical Principles and Dilemmas

It is not possible to define absolutely the boundaries of ethical principles, practice and problems. What is advocated is a fundamental engagement with the ethical principles and dilemmas detailed below as an essential part of the research process in whatever discipline.

Regardless of the nature of their work, researchers at UMP are obliged to take into account the wider direct and indirect anticipated consequences of their work. Ethical conduct in research demands respect for the rights of others who are directly or indirectly affected by the research. In relation to human participants, both their physical and personal autonomy should be respected. Their participation in the research normally should be on the basis of fully informed consent, and their right to privacy, according to prevailing standards, should be guaranteed. Respect for rights to privacy are just as important where individuals are unaware that they are being researched, as would be the case when they are mentally incompetent to give permission for their inclusion in the research (or even deceased).

Justice is the ethical principle of fair treatment of others, which requires researchers to weigh up and make judgments about competing claims and interests of those directly or indirectly involved in the research, regardless of the vested interests of researchers. Researchers should address competing interests at every stage of the research, including the decision of whether it should be carried out in the first place. Researchers should consider the moral justification for differential treatment of research subjects, including non-human entities. For example, potential risks to the future should be weighed against technological progress in the present.

Ethical principles will inevitably conflict, resulting in the requirements on the researchers to balance qualitatively different values. In such cases, researchers are obliged to make difficult judgments that cannot be derived from first principles, and should be prepared to draw upon disinterested advice.

6.3.3 Ethical Problems and Issues

The increasing use of information technology as a research tool spans specific disciplines and gives rise to a set of common ethical/legal problems. It is necessary to be aware of, and to work within, the law. Further, the

unregulated use of the Internet highlights important ethical questions about the use of material that is deemed to be offensive and the limits of academic freedom.

Academic freedom and free speech are matters of considerable debate on which it is often difficult to take an absolute stance; academic freedom and free speech are also fundamental to research, scholarship and the generation of knowledge, which themselves demand commitment to ethical standards. Researchers are required to balance the right to unrestricted academic enquiry with the ethical principles outlined in section 6.3 above.

6.4 RESEARCH MISCONDUCT

Each member of the University community has a responsibility to foster an environment which promotes intellectual honesty and integrity, and which does not tolerate misconduct in any aspect of research or scholarly endeavor. Research misconduct is extremely troubling because when it occurs, it is very destructive of the standards we attempt to instill in our students, of the esteem in which academic science in general is held by the public, and of the financial support of the government and other sponsors for academic research enterprise. The importance of integrity in research cannot be overemphasized.

6.4.1 Applicability and Definitions

UMP's definition of research misconduct, and procedures for investigating and reporting allegations of misconduct, conform to the definitions and regulations of those federal funding agencies which have policies on this subject. UMP policy is applicable to research proposed, conducted or reported at UMP by UMP-related individuals, i.e., those with an appointment or official affiliation with UMP, including faculty, academic staff, students, postdoctoral researchers, visiting researchers who make significant use of university research resources (including participation in any sponsored project awarded to UMP), and those with any other UMP teaching and/or research titles such as consulting appointments;

research proposed, conducted or reported elsewhere by such UMP-related individuals as part of their UMP-related duties or activities; and

at the discretion of the University, to research proposed, conducted or reported where such research is claimed, cited or implied to have been done at UMP, or where a UMP appointment or official affiliation is claimed, cited or implied in connection with the research.

6.4.2 Definitions

Research Misconduct

"Research misconduct" is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data. Also included as "research misconduct" for this purpose is retaliation of any kind against a person who, acting in good faith, reported or provided information about suspected or alleged misconduct.

Inquiry

An inquiry consists of preliminary information-gathering and preliminary fact-finding to determine whether an allegation or an apparent instance of misconduct has substance. The outcome of an inquiry is a determination as to whether or not an investigation is to be conducted.

Investigation

An investigation is a formal examination and evaluation of relevant facts to determine whether or not misconduct has taken place.

6.4.3 Individual Reporting Responsibility

Any individual who believe an act of Research Misconduct has occurred or is occurring should notify the Dean of the appropriate Faculty, who should immediately begin an inquiry and so inform the Director of RMC, who acts on behalf of the Deputy Vice Chancellor (Research and Innovation). Reporting such concerns in good faith is a service to the University and to the larger academic community, and will not jeopardize anyone's employment.

7.0 RESEARCH OUTPUT POLICY

7.1 PATENT POLICY

i. All potentially patentable inventions conceived or first reduced to practice in whole or in part by members of the faculty or staff (including student employees) of the University in the course of their University responsibilities or with more than incidental use of University resources, shall be disclosed on a timely basis to the University. Title to such inventions shall be assigned to the University, regardless of the source of funding, if any.

ii. The University shall share royalties from inventions assigned to the University with the inventor.

iii. The inventors, acting collectively where there is more than one, are free to place their inventions in the public domain if they believe that would be in the best interest of technology transfer and if doing so is not in violation of the terms of any agreements that supported or is related to the work.

iv. If the University cannot, or decides not to, proceed in a timely manner to patent and/or license an invention, it may reassign ownership to the inventors upon request to the extent possible under the terms of any agreements that supported or is related to the work.

v. Waivers of the provisions of this policy may be granted by the Vice Chancellor on a case-by case basis, giving consideration among other things to University obligations to sponsors, whether the waiver would be in the best interest of technology transfer, whether the waiver would be in the best interest of the University and whether the waiver would result in a conflict of interest. In addition, the Vice Chancellor may expand upon these provisions and shall adopt rules, based on the same factors as well as appropriateness to the University's relationship with inventors, for the ownership of potentially patentable inventions created or discovered with more than incidental use of University resources by students when not working as employees of the University, by visiting researchers and by others not in the University's employ.

vi. This policy shall apply to all inventions conceived or first reduced to practice on or after January 1, 2007.

vii. In addition to faculty members and staff (including student employees), the provisions of the University's patent policy will extend to:

a) All graduate, undergraduate and postdoctoral fellows
b) Non-employees who participate or intend to participate in research projects at UMP (including visiting professors, industrial personnels, fellows, etc.)

viii. The policy will apply as stated for graduate students and postdoctoral fellows. In the case of non-employees, all potentially patentable inventions conceived or first reduced to practice in whole or in part in the course of their participation in research projects at UMP, or with more than incidental use of University resources, shall be disclosed on a timely basis to the University, and title shall be assigned to the University, unless a waiver has been approved.

7.2 LICENSING

The University encourages the development by industry for public use and benefit of inventions and technology resulting from University research. It recognizes that protection of proprietary rights in the form of a patent or copyright are often necessary - particularly with inventions derived from basic research - to encourage a company to risk the investment of its personnel and financial resources to develop the invention. In some cases an exclusive license may be necessary to provide an incentive for a company to undertake commercial development and production. Non-exclusive licenses allow several companies to exploit an invention.

The research and teaching missions of the University always take precedence over patent considerations. While the University recognizes the benefits of patent development, it is most important that the direction of University research not be established or unduly influenced by patent considerations or personal financial interests.

Commercialization Unit under University Industry Center handles the evaluation, marketing, negotiations and licensing of University-owned inventions with commercial potential.

7.3 COPYRIGHT POLICY

7.3.1 General Policy Statement

Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. It is the policy of the University that all rights in copyright shall remain with the creator unless the work is a work-for-hire (and copyright vests in the University under copyright law), is supported by a direct allocation of funds through the University for the pursuit of a specific project, is commissioned by the University, makes significant use of University resources or personnel, or is otherwise subject to contractual obligations.

7.3.2 Books, Articles, and Similar Works, Including Non-patentable Software

In accord with academic tradition, except to the extent set forth in this policy, UMP does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as dissertations, papers and articles. The University claims no ownership of popular nonfiction, novels, textbooks, poems, musical compositions, non-patentable software, or other works of artistic imagination which are not institutional works and did not make significant use of University resources or the services of University non-faculty employees working within the scope of their employment.

7.3.3 Institutional Works

The University shall retain ownership of works created as institutional works. Institutional works include works that are supported by a specific allocation of University funds or that are created at the direction of the University for a specific University purpose. Institutional works also include works whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple faculty members and students. For example, software tools developed and improved over time by multiple faculty members and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institutional work. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work.

7.3.4 Patent and Copyright Agreement

All faculty members, staff, student employees, graduate students and postdoctoral fellows, as well as non-employees who participate or intend to participate in teaching and/or research or scholarship projects at UMP are bound by this policy. They are also required to sign the UMP Patent and Copyright Agreement. This policy applies, and those subject to this policy are deemed to assign their rights to copyrightable works, whether or not the agreement is signed and is on file.

Royalty income received by the University for such works will normally be distributed in accordance with University policy. Physical embodiments of copyrightable works may also be subject to the University's policy on Tangible Research Property.

7.3.5 Contractual Obligations of the University

This Copyright Policy shall not be interpreted to limit the University's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements and the like. Copyrightable works that are subject to sponsored research agreements or other contractual obligations of the University shall be owned by the University, so that the University may satisfy its contractual obligations.

7.3.6 Use of University Resources

UMP resources are to be used solely for University purposes and not for personal gain or personal commercial advantage, nor for any other non-University purposes. Therefore, if the creator of a copyrightable work makes significant use of the services of University non-faculty employees or

University resources to create the work, he or she shall disclose the work to the RMC and assign title to the University. Examples of non-significant use include ordinary use of desktop computers, University libraries and limited secretarial or administrative resources. Questions about what constitutes significant use should be directed to the appropriate Faculty Dean or the Director of RMC.

7.3.7 Copying of Works Owned by Others

Members of the University community are cautioned to observe the rights of other copyright owners. Contact the Legal Office for University policies pertaining to copying for classroom use. Policies regarding copying for library purposes may be obtained from the Office of the Libraries.

7.3.8 Sponsored Agreements

Contracts and grants frequently contain complex provisions relating to copyright, rights in data, royalties, publication and various categories of material including proprietary data, computer software, licenses, etc. Questions regarding the specific terms and conditions of individual contracts and grants, or regarding rules, regulations and statutes applicable to the various government agencies, should be addressed to RMC.

7.3.9 General Advice and Assistance

RMC and the Legal Office are available to advise on questions arising under this policy, and to assist with the negotiation and interpretation of the provisions of proposed formal agreements with third parties, as described earlier in this section.

7.4 OTHER INTELLECTUAL PROPERTY

7.4.1 Trade and Service Marks

Trade and service marks are distinctive words or graphic symbols identifying the sources, product, producer, or distributor of goods or services. Trade or service marks relating to goods or services distributed by the University shall be owned by the University. Examples include names and symbols used in conjunction with computer programs or University activities and events. Consult RMC for information about registration, protection, and use of marks.

7.4.2 Proprietary Information

Proprietary information arising out of University work (e.g., actual and proposed terms of research agreements, financial arrangements, or confidential business information) shall be owned by the University. “Trade secret” is a legal term referring to any information, whether or not copyrightable or patentable, which is not generally known or accessible, and which gives competitive advantage to its owner. Trade secrets are proprietary information.

NOTE: All research involving proprietary information owned by others is subject to the University’s Policy Guidelines, as adopted by the Senate.

7.5 OTHER RESEARCH OUTPUT

The University recognizes the following as concrete evidence of quality research output:

i. Externally refereed publications as articles or scientific papers in national and internationally journals of scholarly repute, or in refereed open-access web-based academic journals;

ii. Monographs, books, chapters in books and published conference proceedings;

iii. Presentation of research work at external conferences, seminars and workshops (national and preferably international);

iv. In-house research working papers, technical reports, professional society publications;

v. Research-based creative works/exhibitions and artistic performances;

vi. Success in attracting further substantial research funding; and

vii. Supervision of research students to completion of their degree.

8.0 SAFETY POLICY

8.1 PRINCIPLES

UMP makes all reasonable efforts to:

i. Protect the health and safety of UMP faculty members, staff and students;

ii. Provide safe workplaces - academic, research, and administrative - for faculty members, staff and students;
iii. Provide information to faculty members, staff, and students about health and safety hazards;

iv. Identify and correct health and safety hazards and encourage faculty members, staff and students to report hazards;

v. Provide information and safeguards for those on campus and in the surrounding community regarding environmental hazards arising from operations at UMP.

UMP is committed to strong programs of accident and injury prevention and to complying with all environmental and health and safety laws and regulations. Good health and safety practices are a responsibility of each faculty member, staff member and student.

Line responsibility for good health and safety practice begins with the supervisor in the workplace, laboratory or classroom and proceeds upward through the levels of management. In academic areas, supervisors include the laboratory managers, class instructors, principal researcher and faculty member, or others having direct supervisory authority. Academic levels of management are the Head of Programme or the Head of Technical Staff, Dean of Faculty, the Director of RMC, the Deputy Vice Chancellor, and the Vice Chancellor. Administrative levels of management include mid-management, Director, and Deputy Vice Chancellors. Final responsibility for health and safety policy and programs rests with the Chairman of the University.

The UMP Health and Safety at Work Committee is responsible for recommending University wide health and safety policies; ensuring overall institutional compliance with policies, statutes, and regulations; monitoring the effectiveness of the safety programs; and providing central health and safety services to all areas of the University.

9.0 REFERENCES

Acknowledgement: This research policy was prepared with reference to the research policies of the following organisations:-

i. Universiti Teknikal Malaysia Melaka
ii. Stamford University, USA
iii. University of Wollongong, Australia
iv. World Intellectual Property Organisation
v. Universiti Sarawak Malaysia
vi. Universiti Sains Malaysia
vii. University of Boston, USA
viii. Massachusettes Institute of Technology, USA